

Job description

Functional title: **Junior Professional Officer**
Grade: **P2**
Work location: **Office of the Deputy Director General**
Department of Nuclear Sciences and Applications

Organizational Setting

The Department of Nuclear Sciences and Applications implements the IAEA's major programme on nuclear techniques for development and environmental protection (Major Programme 2). This major programme comprises individual programmes in food and agriculture, human health, water resources management, environment and radiation technologies. These programmes are supported by laboratories in Seibersdorf, Monaco and Vienna. The major programme's objective is to enhance the capacity of Member States to meet basic human needs and to assess and manage the marine and terrestrial environments through the use of nuclear and isotopic techniques in sustainable development programmes.

Main purpose and Role

The Junior Professional Officer works under the guidance and supervision of the department's Communications Specialist who manages the Department's internal and external communications. The incumbent is primarily a designer/developer, creating and formatting information material for print and the department's website as per the departmental communications strategy. The objective of the incumbent's work is to achieve, to the extent possible, an appropriate level of understanding among the relevant stakeholders on issues specific to the Department.

Functions / Key Results Expected

- Create, develop and code if needed or work with CMS to manage the technical and graphical aspects of the department's website, how the site works and how it looks either from scratch or by adapting existing website software and graphics packages.
- Maintain and update the website, to ensure a consistent look and feel throughout all web properties.
- Assure web based information is archived for future needs and reference.
- Determine any functionality that the website must support, test it and identify any technical problems.
- Track and report on website metrics.
- Register the website with different search engines to improve its visibility.
- Work with respective colleagues across the department and the IAEA on web related matters to ensure that IAEA-wide recommendations as well as international best practices in the field are followed.

- Design and format information material, official documents and other departmental communications as needed.

Knowledge, Skills and Abilities

- Demonstrated ability to create and format print and online information and promotional material, for traditional and new media as appropriate for varied audiences. A portfolio displaying past web and graphic design projects is desirable.
- Experience with HTML, CSS and Content Management Systems; JavaScript is a plus.
- Experience in Adobe Creative Suite, including Dreamweaver, Photoshop, Illustrator and InDesign; knowledge of Flash, Blackbaud Net Community and Raiser's Edge is a plus.
- Knowledge of current graphic and web design, mobile and new media trends as well as a desire to learn about and keep up with the continuously evolving communications world.
- Understanding of Internet traffic measurement tools to track website page views and visitor trends.
- Strong interpersonal skills with the ability to work in a team and establish and maintain effective partnerships and working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Willingness and ability to work under supervision as well as carry out projects independently.

Education, Experience and Language Skills

- University (or equivalent) degree in web and/or graphic design, new media studies, or another relevant field.
- 2-3 years of experience.
- Excellent command of written and spoken English. Knowledge of other official IAEA languages (i.e. Arabic, Chinese, French, Russian, or Spanish) is desirable.

Please complete the [Personal History Form \(PHF\)](https://international.dep.anl.gov/careers/phf.doc) (<https://international.dep.anl.gov/careers/phf.doc>) and fax* it to (630) 252-3634 by November 30, 2011.

* email us at IAEASTaffing@anl.gov when you submit the form successfully.